

NAVAIR INSTRUCTION 12450.2

FROM: COMMANDER, NAVAL AIR SYSTEMS COMMAND

SUBJ: T. MICHAEL FISH AWARD FOR NAVAIR QUALITY OF WORKLIFE

1. Purpose. To establish the framework and process for the Commander, Naval Air Systems Command to recognize excellence in a leader or leaders who make significant improvements to the quality of worklife for the NAVAIR workforce.

2. Scope. This instruction applies to NAVAIR and Program Executive Office (PEO's) personnel.

3. Background. Throughout his 30-year career, Mr. T. Michael Fish embraced the concept of improving the Quality of Worklife a top priority in all leadership decisions. As the Head, Research and Engineering Staff Office (4.0C), he served as a mentor and "process owner" for the NAVAIR Engineer and Scientist Development Program. Under his leadership, this program was expanded from a Headquarters program to embrace all business units within NAVAIR. His efforts to improve the professional development of naval aviation's future engineers and scientists will continue to serve the United States Navy for years to come. Mr. Fish created and co-lead the Research and Engineering Group People Focus Group which served as the impetus for the establishment of a national recruiting program that authorized the payment of recruiting bonuses for outstanding, much needed engineering talent. He commissioned a study of the use of incentive awards throughout the Research and Engineering Group, an effort that led to a NAVAIR-wide awards policy to ensure consistency in the recognition of NAVAIR civilian employees. As the Deputy, Assistant Commander for Shore Station Management, Mr. Fish created a spirit of teamwork and sharing as he nationalized the Group and led efforts to address a myriad of issues that directly impacted the quality of worklife not only within the Shore Station Management community but also throughout NAVAIR. He provided inspirational leadership to the NAVAIR People Focus Group, which won two consecutive NAVAIR Commander's Awards for efforts in establishing corporate initiatives throughout NAVAIR. As the co-leader of the NAVAIR Quality of Worklife (QWL) team, Mr. Fish was instrumental in the development of the first NAVAIR-wide QWL survey that resulted in many innovative enhancements for the quality of worklife of the NAVAIR workforce. Whether leading large groups to study and improve complex NAVAIR-wide issues or addressing smaller issues in an individual setting, Mr. Fish is well known for his commitment to sincerity and sensitivity to the quality of work life for all NAVAIR teammates. A permanent plaque will be displayed in the atrium of the NAVAIR Headquarters building listing the recipients of this award.

4. Selection Criteria. All civilian and military personnel within the Naval Air Systems Command (NAVAIR) and PEO's are eligible to be considered for this award. Nominations must demonstrate significant improvements to the Quality of Worklife (QWL) for a large number of NAVAIR teammates. The criteria for selection will include increased productivity, improvement in retention and morale, and far reaching innovation leading to increased Quality of Worklife. Those improvements are applicable to multiple sites/business units and competencies.

5. Responsibilities and Procedures

a. Nominations will be solicited annually by HRO in the first quarter of each fiscal year. This award will be presented by the Commander, Naval Air Systems Command annually or as appropriate.

b. Nominations should be submitted to the Resource and Development Office for Corporate Operations (AIR 7.0C).

c. The co-leads of the NAVAIR People Focus Group will review nominations and make recommendations to the Commander, Naval Air Systems Command who will make the final selection for this award.

/s/  
PAMELA O'DELL

**AWARD NOMINATION**

TO: ADMINISTRATOR, AWARDS PROGRAM

**1. RECOMMENDATION FOR AWARD**

EMPLOYEE NAME	SOCIAL SECURITY NO.	POSITION	GRADE	CODE & ORGANIZATION
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CODE OF COMPETENCY RESPONSIBLE FOR AWARD PAYMENT:

JON:

**2. TYPE OF AWARD**

SPECIAL ACT/SERVICE

QSI AWARD

AMOUNT OF RECOMMENDED AWARD:  
(\$ AMOUNT/HOURS OFF)

ON-THE-SPOT AWARD

TIME-OFF

PERIOD OF ACCOMPLISHMENT:

SUSTAINED EXCELLENCE AWARD

OTHER

DESCRIPTION OF ACCOMPLISHMENT:

**3. ESTIMATE OF BENEFITS (COMPLETE A AND/OR B FOR SPECIAL ACT AND ON-THE-SPOT AWARDS)****A. INTANGIBLE BENEFITS:**

VALUE	MODERATE	SUBSTANTIAL	HIGH	EXCEPTIONAL
EXTENT OF APPLICATION	LIMITED	EXTENDED	BROAD	GENERAL

**B. TANGIBLE BENEFITS: COMPUTE LABOR SAVINGS AT ACTUAL COST FOR FIRST YEAR OF APPLICATION IF APPLICABLE. COMPUTE SAVINGS AND ATTACH SEPARATE SHEET.**NOMINATING OFFICIAL  
(RESPONSIBLE FOR COORDINATION WITH EMPLOYEE'S SUPERVISOR)  
SIGNATURE/CODE/ PHONE EXT:

AWARD AMOUNT/ TIME-OFF:

DATE:

APPROVING/AUTHORIZING OFFICIAL  
SIGNATURE/CODE/PHONE EXT:

DATE:

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